



OUTPATIENT PHARMACY (OP)

USER MANUAL

Version 7.0
December 1997

(Revised December 2002)

Revision History

The table below lists changes made since the initial release of this manual. Update an existing manual with the Change Pages document or print out the entire updated manual.

Date	Revised Pages	Patch Number	Description
12/2002	i.-ii.; ix-(x) 95-(96), 97-98, 99-(100); (193)-194 195-196	PSO*7*127	Updated the Revision History page, Table of Contents, and Index. Added the <i>Patient Address Changes Report</i> option to the <i>Supervisor</i> menu. Inserted a new subsection for the <i>Patient Address Changes Report</i> option, causing subsections to renumber.
02/2002	i.-ii.; v.-xii.; (1)-2; 9-(10), 13-(16); 38a-38b 93-94, (147)-(150); 193-194; (3)-6, 75-(76), (161b)-162, 167-(168), (185)-186, 190a, 190b.	PSO*7*97	Reissued corrected pages released with patches PSO*7*71 and PSO*7*80. Corrected PSO*7*80 release date and updated changed/unchanged pages listed in Revision History; Corrected Table of Contents typographical errors (change page document only); Corrected revised date for Technical Manual/Security Guide; Corrected error in header (pp. 9, 13 and 15); Corrected page numbering in full manual only; Renumbered subsections and corrected order of options to match menu list (pp. 148-149 only); Update Index for <i>Free Text Dosage Report</i> ; Corrected footer information (date and patch number).
11/26/01	i., (ii), v-xii (1)-4, 5-6 37-38f (55)-(58), 61-(64), 69, 69a-b, 70, 75-78, 91-94, (119)-120, (123)-124b, 125-126, (129)-132 (145)-148, 157-(162), 167-168b 185-186 190a-190b	PSO*7*71 PSO*7*80 PSO*7*71 PSO*7*80 PSO*7*71	Updated Revision History and Table of Contents. Combined Copay menu <i>Remove Copay Charge</i> and <i>Reset Copay Status</i> options into a <i>Reset Copay Status/Cancel Charges</i> option. Updated Output Reports Menu Completely revised Section 6. "Handling Copay Charges." Inserted new " <i>Free Text Dosage Report</i> [PSO DOSAGE REPORT]" option and adjusted subsequent report sections. Updated sections in "Outpatient Pharmacy Manager Menu", "Pharmacist Menu", and "Pharmacy Technician's Menu" on copay checks, release functions and activity logs. Included expanded explanation of the CONJUNCTION field and that a default QTY is not calculated when EXCEPT is used in a complex order. Included unchanged pages needed for two-sided copying (shown in parentheses). NOTE: Inserted additional text shifted some unchanged text from original page locations.

Revision History

Date	Revised Pages	Patch Number	Description
09/24/01	All pages	N/A	Complete revision. Added Revision History Page. Re-formatted the entire manual to meet national and local documentation standards. Updated <i>Rx Processing</i> and <i>Patient Prescription Processing</i> options to reflect changes from the Pharmacy Ordering Enhancements (POE) project, for Outpatient Pharmacy, patch PSO*7*46. Updated Appendix A, “Creating the Sig,” and added Appendix B, “Calculating Qty.”
12/97			Original release of V. 7.0 User Manual.

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19. Using the Supervisor Menu

19.1. Supervisor Functions

[PSO SUPERVISOR]

The options on this menu are used for the implementation as well as the maintenance of the various files for the basic running of the Outpatient Pharmacy software.

Add New Providers
Daily Rx Cost
Delete a Prescription
Edit Provider
Initialize Rx Cost Statistics
Inter-Divisional Processing
Inventory
Lookup Clerk by Code
Monthly Rx Cost Compilation
Patient Address Changes Report
Pharmacist Enter/Edit
Purge Drug Cost Data
Recompile AMIS Data
Site Parameter Enter/Edit
View Provider

19.1.1. Add New Providers

[PSO PROVIDER ADD]

This option allows new providers to be entered. If at the "Enter NEW PERSON's name" prompt the name entered is repeated and the display returns to the menu, the provider name entered is already in the file. The *Edit Provider* option must then be used to change existing provider entries.

19.1.2. Daily Rx Cost

[PSO COSTDAY]

This option is used to compile pharmacy daily costs.

19.1.3. Delete a Prescription **[PSO RXDL]**

Using this option, a prescription status can be changed to deleted. Deleted prescriptions do not appear on any profiles.



A released prescription can only be deleted after it has been returned to stock.

19.1.4. Edit Provider **[PSO PROVIDER EDIT]**

Edit existing provider entries with this option in the NEW PERSON file.



If the inactive date given for the provider passes, the provider can no longer be used when entering a new prescription. However, the provider will still be available for refills beyond the inactivation date.

19.1.5. Initialize Rx Cost Statistics **[PSO COSTINIT]**

This option allows the manager to initialize the system to automatically compile cost data for one day or a range of days.



The default date is today plus 1 at 1:00 a.m. (T+1@01:00). The date on the screen represents either a default date/time if the option has never been queued, or the current date/time this option has already been queued to run.

19.1.6. Inter-Divisional Processing **[PSO INTERDIV]**

The user can permit or prevent processing between divisions with this option.

19.1.7. Inventory [PSO INVENTORY]

Use to update the current inventory or set up a starting count of inventory for the pharmacy.



The ORDER UNIT file does not come with data. You must populate this file with your own data.

19.1.8. Look-up Clerk by Code [PSO CLERK]

Identify the clerk by entering the identifying number. Clerk code filing uses the internal identifying number of the clerk, which is determined at sign-on time and does not change.

19.1.9. Monthly Rx Cost Compilation [PSO COSTMONTH]

Use this option to gather information for reports of monthly pharmacy costs.

19.1.10. Patient Address Changes Report [PSO ADDRESS CHANGE REPORT]

This option provides a report that displays changes made to address information and temporary address information in the PATIENT file (#2). It can either be run for one patient or for all patients over the specified date range.

Example: Patient Address Changes Report

```
Select Maintenance (Outpatient Pharmacy) Option: Patient Address Changes Report

This option provides a report that displays changes made to address information
and temporary address information in the PATIENT file (#2). Changes can only
be displayed if the edits were made using VA FileMan, and the Audit
function was turned on for the field(s) at the time of the edit.

Print report for a Single patient, or All patients:  (S/A): Single//

Select PATIENT:      TESTING,PATIENT           7-20-39           xxxxxxxxxx      NSC VETERAN

This report will be sorted by Date/time of edit.
A beginning and ending date must now be entered for the search.

Beginning Date: T-100  (JUL 23, 2002)

Ending Date: T  (OCT 31, 2002)
```

```

DEVICE: HOME// <Enter>    GENERIC INCOMING TELNET <Enter>

Address changes for TESTING,PATIENT    (xx-xxxx)    PAGE: 1
made between JUL 23, 2002 and OCT 31, 2002
-----

Date/time of edit: OCT 31, 2002@11:10:18
  Field edited: STREET ADDRESS [LINE 1]
    Edited by: USER,PHARMACY
  Option/Protocol: PSO LM BACKDOOR ORDERS/PSO PATIENT RECORD UPDATE
    Old Value: <no previous value>
    New Value: TEST ADDRESS LINE 1

Date/time of edit: OCT 31, 2002@11:10:21
  Field edited: STREET ADDRESS [LINE 2]
    Edited by: USER,PHARMACY
  Option/Protocol: PSO LM BACKDOOR ORDERS/PSO PATIENT RECORD UPDATE
    Old Value: <no previous value>
    New Value: TEST ADDRESS LINE 2

Date/time of edit: OCT 31, 2002@11:10:25
  Field edited: STREET ADDRESS [LINE 3]

Press Return to continue, '^' to exit:

```

19.1.11. Pharmacist Enter/Edit [PSO RPH]

This option allows pharmacists to be identified to the system. Enter the name of the new pharmacist at the "Select Pharmacist" prompt. When the PSORPH key is shown as a default, press return. This enters the pharmacist into the file and gives him/her the PSORPH security key. To delete a pharmacist, enter the name, then enter an @ symbol at the "KEY" prompt and press return.

19.1.12. Purge Drug Cost Data [PSO PURGE DRUG COST]

To purge drug cost data from the DRUG COST file enter a starting and ending date. Then choose to run this job immediately or queue it.

Example: Purge Drug Cost Data

```

Select Maintenance (Outpatient Pharmacy) Option: PURGE Drug Cost Data

Purge Cost Data Starting: FEB 1997// <Enter> (FEB 1997)
Purge Cost Data Ending: 3/97 (MAR 1997)

Are you sure you want to purge cost data
from 02/00/97 to 03/00/97? NO// Y YES

Do you want this option to run IMMEDIATELY or QUEUED? Q// <Enter> UEUED
Requested Start Time: NOW// <Enter> (MAY 06, 1997@10:31:23)
Task #223079 QUEUED.

```

19.1.13. **Recompile AMIS Data** **[PSO AMIS RECOMPILE]**

Gather AMIS data from various sources with this option. It is recommended that this job should be queued to run during off-peak hours or at a time that is convenient for the site.



Month/day/year may be specified for a current month report, but only month and year can be specified for reports of past months.

19.1.14. **Site Parameter Enter/Edit** **[PSO SITE PARAMETERS]**

Establish and edit parameters for the Outpatient Pharmacy software application with this option.

The CPRS ORDERING INSTITUTION field has been added to the OUTPATIENT SITE file. This new field allows the user to enter multiple Institutions for the local site. If a site enters more than one Institution, the appropriate Institution can be selected when using the *Complete Orders from OERR* option and complete Pending Orders from clinics that are associated with the specific Institution selected.

The following is an incomplete example showing only the new field found in this option.

```
Select CPRS ORDERING INSTITUTION: ANN ARBOR, MI// ?
Answer with CPRS ORDERING INSTITUTION
Choose from:
    ANN ARBOR, MI
    ATLANTA, GA
    BIRMINGHAM, AL.
    DAYTON, OH

    You may enter a new CPRS ORDERING INSTITUTION, if you wish
    Enter the Institution for this Outpatient site for CPRS orders.
    Answer with INSTITUTION NAME, or STATION NUMBER, or CONTACT
    Do you want the entire 191-Entry INSTITUTION List? NO
Select CPRS ORDERING INSTITUTION: ANN ARBOR, MI// ANN ARBOR, MI
```

19.1.15. **View Provider** **[PSO PROVIDER INQUIRE]**

This option provides a way to quickly look up basic data for a single provider.

20. Using the Suspense Functions

Suspense Functions

[PSOPND]

The *Suspense Functions* menu allows the user to print or delete various entries and print out statistics about entries in the RX SUSPENSE file. This file contains prescription labels that have been suspended for printing at a later time. Each prescription label has with it an associated suspense date which is the same as the fill or refill date.

There are eight *Suspense Functions* options that allow the user to manipulate the data in the RX SUSPENSE file.

- Auto-delete from Suspense*
- Change Suspense Date*
- Count of Suspended Rx's by Day*
- Delete Printed Rx's from Suspense*
- Log of Suspended Rx's by Day (this Division)*
- Print from Suspense File*
- Pull Early from Suspense*
- Reprint Batches from Suspense*

20.1. Auto-delete from Suspense

[PSO PNDEL]

The *Auto-delete from Suspense* option is the same as the V. 6.0 option *Delete from Suspense File*. This option allows deletion of the records of all the prescriptions that have already been printed prior to the user specified number of days. This specified number of days must be set from 7 to 90 days at the "DAYS PRINTED RX STAYS IN 52.5" prompt in the *Site Parameter Enter/Edit* option. The task is set to run every 7 days at the user specified time. The user may also re-queue or de-queue this task using this option. Once a prescription is deleted from suspense, it cannot be reset for reprinting. This option will delete based on the date the prescription was printed from suspense, not the date that it was originally suspended for. The reason for this is that one batch may print on a certain day with prescriptions with different original suspense dates. This job will therefore never delete only part of a printed batch.

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